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SECTION C-1

GENERAL INFORMATION

1.1 INTRODUCTION

In consonance with the Presidential Management Agenda to improve financial management and the Department of Energy's (DOE) objective to continue receiving an unqualified financial statement opinion, the Service Provider shall provide services in accordance with the terms, conditions, and specifications of this Contract. DOE's financial services functions under study are currently organizationally and geographically dispersed at the following locations: three Financial Service Centers located in Germantown, MD; Albuquerque, NM, and Oak Ridge, TN; 13 DOE Field Offices (called "satellites" because they process their financial transactions to the Financial Service Centers); and the Office of Financial Control and Reporting located in Germantown, MD. This work includes, but is not limited to, financial accounting and support services related to general accounting, payments, billings and collections, payroll support activities, travel, financial systems, financial reports, month-end and year-end closings, and other related services as further defined herein. The Service Provider shall assume total responsibility for all requirements stated herein on the Contract start date. The Service Provider shall provide all services, materials, supplies, facilities, supervision, labor, and equipment, except that specified herein as Government-furnished, to perform Financial Services functions for the DOE.

The Contracting Officer (CO) has ultimate authority for administration of and changes to the Contract. Throughout this document, the term CO is used to represent a Government official. The CO may delegate specific authority through duly appointed representatives. Should the CO designate individuals to act as the CO's representatives, under any resultant contract, such representatives will be designated by letter of appointment from the CO in the technical phase of the work, but will not be authorized to change any of the terms and conditions of this Contract. Only the CO may approve such changes. This authority remains solely with the CO.

1.1.1 BROAD WORK DESCRIPTION

1.1.1.1 Work Responsibility

Service Provider work and responsibility shall include all planning, administration, management, supervision, and execution necessary to provide the specified services. The Service Provider shall conduct work in accordance with this Contract and all applicable Federal, State, and local laws, standards, codes, regulations, and directives. The Service Provider shall compile historical data, prepare required reports, and submit information as specified by Contract Data Requirements Lists (CDRLs) presented in Technical Exhibits (TEs) throughout this Contract (e.g., see TE 1-001). The Service Provider shall ensure that all work meets critical reliability rates or tolerances specified in the Contract Specifications or in applicable referenced documents. The Service Provider shall perform all related administrative services, such as quality control (QC), financial control, and correspondence, in order to meet Contract specifications.

1.1.1.2 Scope of Support

The Service Provider shall provide support and service for DOE site tenants and other organizational elements having support agreements with DOE. Sites and activities are subject to change during the Contract period. Technical Exhibit 1-002 and paragraph 1.1.3 below reflect the geographic location of each site included in this Contract. A list of current DOE customers will be located in the Technical Library.

1.1.1.3 Functional Areas

Work to be performed is categorized under Functional Areas, Section C-5, of this Performance Work Statement (PWS). The functional areas covered under this Contract include:

- General Accounting
- Payment Services
- Billings and Collections
- Payroll Support Activities
- Travel Services
- Financial Systems Support
- Financial Reports
- Month-end and Year-end Closings

1.1.2 MISSION

DOE, in partnership with its customers, is entrusted to contribute to the welfare of the nation by providing the technical information and the scientific and educational foundation for the technology, policy, and institutional leadership necessary to achieve efficiency in energy use, diversity in energy sources, a more productive and competitive economy, improved environmental quality, and a secure national defense.

The Chief Financial Officer's (CFO) mission is to ensure financial integrity of the Department by developing and implementing appropriate policies and procedures to provide control and assistance for effective management of the Department's finances and related activities.

1.1.3 SITE CHARACTERISTICS

A description of DOE financial services offices is shown below.

1.1.3.1 Financial Control and Reporting, Germantown, MD

1.1.3.1.1 Mission. The Financial Control and Reporting (FCR) office provides financial management, control, and reporting of the Department's cash and fiscal operations. The mission includes periodic reporting of the status of financial resources, results of operations, and development of reports to support both internal, as well as external, requirements for information concerning the Department's financial activity and the integrity of its fiscal operations; maintenance of a consolidated database and central reporting system to allow access to the financial records of the Department; and management control, investment, and reporting of the Department's escrow and special fund activity.

1.1.3.1.2 Background. The FCR office was established (renamed) as part of the 1996 and 1997 reorganization of the Office of Chief Financial Officer at DOE Headquarters that included the Germantown offices of the CFO.

1.1.3.1.3 Location. FCR is located in the Germantown Building, Germantown, MD.

1.1.3.1.4 Physical Description. FCR is comprised of 14 offices (39 bays) totaling 2,925 square feet of office space, on the first floor of the Germantown Building.

1.1.3.1.5 Federal and Contractor Population. FCR is comprised of 21 Federal employees.

1.1.3.2 Capital Accounting Center; Germantown, MD

1.1.3.2.1 Mission. The Capital Accounting Center's (CAC) mission is to provide customers with efficient accounting services using innovative techniques while adhering to the highest standards of quality. CAC provides travel audit and payment services; vendor invoice audit and payment services; accounts receivable, deposits, and collections services; and financial systems services to approximately 22 DOE Headquarters program offices and five satellite offices to include the Naval Reactors Offices in Pittsburgh, PA and Schenectady, NY; the Chicago Operations Office in Chicago, IL; and the Naval Petroleum Reserves Offices in Casper, WY and Elk Hills, CA. In addition, CAC performs the Department's payroll services; provides liaison and audit services for the Department's permanent change of station travel; oversees funds control for Headquarters elements, and performs a variety of other Headquarters-specific accounting functions.

1.1.3.2.2 Background. CAC, as it exists today, was established in 1996 as a result of a major consolidation effort that transferred selected accounting functions from 19 offices throughout DOE to three accounting service centers. It was in 1996 that CAC began servicing the five satellite offices named above, in addition to DOE Headquarters program offices. From around 1984 to 1996 this organization was known as the Office of Headquarters Accounting Operations and its mission was to provide accounting services to DOE Headquarters program offices located in the Washington, DC metropolitan area. From 1977, when DOE was created, until around 1984 the organization that provided financial services to DOE Headquarters offices fell under the Office of Controller, Office of Finance and Accounting, Washington Financial Services Division. Lastly, organizations existed to provide financial services to the Washington, DC area under both the AEC and the Energy Research and Development Administration, which were both predecessor organizations to DOE. Employees, systems, and knowledge were transferred from these earlier financial services organizations to the accounting center, as it exists today.

1.1.3.2.3 Location. CAC is considered a DOE Headquarters sub-unit organization under the Office of Management, Budget and Evaluation (Chief Financial Officer), Office of Finance and Accounting Policy, and is located in Germantown, MD. DOE Headquarters program offices serviced by CAC are located in various locations in the Washington, DC metropolitan area.

1.1.3.2.4 Physical Description. DOE Headquarters currently occupies 7 buildings in the Washington, DC metropolitan area. The majority of employees are located in either the Forrestal Building or the Germantown Building. Other buildings include Cloverleaf Building, Germantown, MD; Corporate Center, Germantown, MD;

Landover Warehouse, Landover, MD; Crystal City, Arlington, VA; and 950 L'Enfant, Washington, DC. The Forrestal Building is located at 1000 Independence Avenue, SW, Washington, DC. The Germantown Building is situated on 99 acres of land in Montgomery County, Germantown, MD. CAC occupies office space located in the C and E wings on the second floor of the Germantown Building.

1.1.3.2.5 Federal and Contractor Population. Approximately 68 Federal full-time equivalents (FTE) and 8 contractors are assigned to CAC.

1.1.3.3 National Nuclear Security Administration/Albuquerque (NNSA/AL); Albuquerque, NM

1.1.3.3.1 Mission. The NNSA/AL office provides Federal leadership to support the Department's national security programs. In this capacity, it maintains a safe, secure, and reliable nuclear weapons stockpile, and supports the Department's energy mission with a strong science and technology base. Key roles of the Albuquerque office (AL) are to integrate NNSA and DOE Headquarters policy and define AL-specific corporate policy and requirements; manage AL corporate resource planning and integration; provide for prioritization and integration of weapons complex requirements; perform Head of Contracting Activity functions; evaluate management and operating (M&O) contractor's performance and compliance with NNSA and DOE policy and requirements and make fee determinations; and provide program management, technical expertise, direction and oversight of contractors in functional areas where AL retains primary responsibilities for on-site implementation.

1.1.3.3.2 Background. DOE/AL was born with the Atomic Energy Commission (AEC) in 1947. Originally called Santa Fe Directed Operations, it became AL in 1956, although it actually moved to Albuquerque in 1951. After 1950 there was major expansion of the weapons program and AL was responsible for many of the early test of experimental devices. Since then AL has conducted its mission under AEC, Energy Research and Development Administration, DOE, and now NNSA. NNSA/AL currently has stewardship responsibilities of \$5.7B in taxpayer funds.

1.1.3.3.3 Location. NNSA/AL facilities include premier research and engineering laboratories, nuclear weapons production plants, and environmental management sites. Federal and contractor facilities are located in Amarillo, TX, Kansas City, MI; and Los Alamos, Carlsbad, and Albuquerque, NM. Federal operation headquarters is in Albuquerque, NM.

1.1.3.3.4 Physical Description. Buildings for laboratory and production facilities of NNSA/AL number in the hundreds and are spread across counties in several states.

1.1.3.3.5 Federal and Contractor Population. Approximately 1,300 Federal employees work at the facilities, along with 25,000 contractor employees.

1.1.3.4 Oak Ridge Operations Office; Oak Ridge, TN

1.1.3.4.1 Mission. The mission of the Oak Ridge Operations Office (OR) is to lead major DOE programs in science, environmental management, assets utilization, and uranium programs. OR also provides support to national security activities managed by NNSA.

1.1.3.4.2 Background. OR was set up under AEC in 1947. During World War II it played a major role in production of enriched uranium for the Manhattan Project. It

currently manages contractors engaged in production of nuclear weapons components in support of national defense programs and energy research and development in all DOE program areas. OR's FY 2002 budget is \$2.6B.

1.1.3.4.3 Location. The facilities are located on the 34,236-acre Oak Ridge Reservation located in Anderson and Roane Counties in East Tennessee.

1.1.3.4.4 Physical Description. The 34,236-acre facilities include the Oak Ridge National Laboratory, the Y-12 National Security Complex (currently undergoing modernization), the 750-acre East Tennessee Technology Park plant, the Oak Ridge Institute for Science and Education, and the American Museum of Science and Energy. DOE is building the Spallation Neutron Source facility for neutron science and a permitted disposal facility that will be 10 stories high and the size of 58 football fields.

1.1.3.4.5 Federal and Contractor Population. Approximately 467 Federal employees work at the facilities, along with 13,000 contractor employees.

1.1.3.5 Chicago Operations Office; Argonne, IL

1.1.3.5.1 Mission. The Chicago Field Office (CH) is a science operations office responsible for delivering a diverse science and technology portfolio. The technical and business management team advances DOE missions through managing programs, projects, facilities, and contracts.

1.1.3.5.2 Background. The history of CH dates back to 1942 when Enrico Fermi and his world-class team of scientists achieved the first self-sustained, controlled nuclear chain reaction at the University of Chicago. CH is an offspring of the Manhattan Engineering District and was established in 1947 as one of AEC's first field offices. It provides program and project management support and acquisition and assistance support for missions of DOE. CH is responsible for over \$2 billion of DOE's annual budget and manages over 2,000 contracts and grants, and other acquisition and assistance instruments with locations across the United States and abroad.

1.1.3.5.3 Location. CH is located in Argonne, IL, on the site of Argonne National Laboratory (ANL), about 25 miles southwest of Chicago's Loop. The office currently provides services to: ANL in Argonne, IL; ANL in Idaho Falls, ID; Brookhaven National Laboratory in Upton, NY; Fermi National Accelerator Laboratory in Batavia, IL; Princeton Plasma Physics Laboratory in Princeton, NJ; Ames Laboratory in Ames, IA; Environmental Measurements Laboratory in New York, NY; and New Brunswick Laboratory in Argonne, IL.

1.1.3.5.4 Physical Description. The Argonne, IL site is located on 1,500 wooded acres and contains several research facilities, including the Advanced Photon Source, the Intense Pulsed Neutron Source, and the Argonne Tandem Linear Accelerator System. Other locations mentioned above are laboratory and research facilities.

1.1.3.5.5 Federal and Contractor Population. Approximately 411 Federal employees along with a contractor population that exceeds 10,000, not including several thousand guest researchers utilize the contractor research facilities.

1.1.3.6 Golden Field Office; Golden, CO

1.1.3.6.1 Mission. The Golden Field Office (GFO) supports and implements all policies and mission objectives prescribed by the Assistant Secretary for Energy

Efficiency and Renewable Energy. In support of its mission to carry out research, development, commercialization activities, and application of energy efficiency and renewable energy technologies, GFO is responsible for management and administration of the DOE prime contract for operation of the National Renewable Energy Laboratory (NREL), the Nation's premier Federal laboratory for renewable energy research. The GFO serves as the focal point for field project management of Energy Efficiency and Renewable Energy (EERE) technology development programs through partnerships with DOE laboratories and the private sector. GFO carries out initiatives to meet requirements of the Energy Policy Act of 1992, as well as other EERE technology development initiatives. GFO provides administrative and business system support for DOE regional offices. GFO technical, administrative, and financial management responsibility for project execution, facility operation, and all site activities are carried out in accordance with DOE policy and guidance. The GFO Manager reports to the EERE Headquarters' Deputy Assistant Secretary for Business Administration.

1.1.3.6.2 Background. GFO was established in October 1978 as the Solar Energy Research Institute Site Office. GFO was designated a field office in December 1992 to provide EERE with enhanced capability to develop and commercialize renewable energy and energy efficiency technologies. In an effort to focus EERE's resources more effectively, much of EERE's fieldwork was consolidated to Golden.

1.1.3.6.3 Location. GFO is located in the Denver West Office Park, Golden, CO.

1.1.3.6.4 Physical Description. Facilities and operations are located on the 350 acre DOE-owned site, 10 miles west of Denver and 25 miles south of Boulder, in Golden, CO, the National Wind Test Center northwest of Golden, and in leased facilities in the Denver West Office park.

1.1.3.6.5 Federal and Contractor Population. GFO currently employs 55 Federal employees, 28 support service contract staff and 1,144 employees and contracted staff at NREL.

1.1.3.7 Idaho Operations Office; Idaho Falls, ID

1.1.3.7.1 Mission. The Idaho Field Office (ID) administers Idaho National Engineering and Environmental Laboratory (INEEL) and associated support facilities. INEEL is a multi-program laboratory that supports DOE's missions and business lines of environmental quality, energy resources, science and technology, and national security. INEEL, in conjunction with the ANL-West, was recently named the Department's lead laboratory for nuclear energy. The mission of INEEL is to deliver science-based, engineered solutions to the challenges of DOE's missions areas, other federal agencies, and industrial clients; complete environmental cleanup responsibly and cost-effectively using innovative science and engineering capabilities; provide leadership and support to optimize the value of environmental management (EM) investments and strategic partnerships throughout the DOE complex; and enhance scientific and technical talent, facilities, and equipment to best serve national and regional interests.

1.1.3.7.2 Background. In operation since 1949, INEEL is a Government reservation located in the southeastern Idaho desert. At 890 square miles (569,135 acres), the INEEL is roughly 85 percent the size of Rhode Island. It was established in 1949 as the National Reactor Testing Station and for many years was the site of the largest concentration of nuclear reactors in the world. Fifty-two nuclear reactors were built,

including the U.S. Navy's first prototype nuclear propulsion plant. During the 1970s, the laboratory's mission broadened into other areas, such as biotechnology, energy and materials research, and conservation and renewable energy. At the end of the Cold War, waste treatment and cleanup of previously contaminated sites became a priority. Today, INEEL is a science-based, applied engineering national laboratory dedicated to meeting the nation's environmental, energy, nuclear technology, and national security needs. INEEL is a multi-program, Federally funded research and development center emphasizing applied engineering to provide solutions for use across the DOE complex, as well as regionally, nationally, and world wide.

- 1.1.3.7.3 Location. The facilities are located on an 890 square mile (569,135 acres) tract of land in southeastern Idaho approximately 40 miles west of Idaho Falls. Additional office and research buildings to support the site's mission are located in the town of Idaho Falls. Major administrative facilities that support INEEL are located in Idaho Falls, ID.
- 1.1.3.7.4 Physical Description. The 890 square mile tract of land includes DOE facilities operated by three different DOE field offices. The Chicago Operations Office manages the ANL-West facility and the Pittsburgh Naval Reactor Office manages the Naval Reactor Facility located on the remote site west of Idaho Falls. ID manages the remainder of the site—comprising the majority of the location's facilities. Environmental management activities account for the majority of ID's DOE mission funding activities related to environmental cleanup of Cold War legacies and reactor research and operations.
- 1.1.3.7.5 Federal and Contractor Population. ID has approximately 357 employees and the M&O contractor for ID employs approximately 5,500 employees. The Chicago Operations Office and Pittsburgh Naval Reactor Federal and contractor personnel numbers located at INEEL are not included in the above totals.
- 1.1.3.8 National Energy Technology Laboratory; Pittsburgh, PA
 - 1.1.3.8.1 Mission. The National Energy Technology Laboratory's (NETL) primary mission is to assure that U.S. fossil energy resources can meet increasing demand for affordable energy without compromising the quality of life for future generations of Americans. Within this context, NETL has historically focused on the development of advanced technologies related to coal and natural gas. With the recent addition of the National Petroleum Technology Office to the Laboratory, responsibilities now cover the breadth of fossil energy resources – coal, natural gas, and oil. In addition to NETL's work in fossil energy, it has, in recent years, broadened its mission to include support to the development and deployment of environmental technologies that lower the cost and reduce the risk of cleaning up DOE's weapons complex.
 - 1.1.3.8.2 Background. For the past 90 years, NETL has been at the forefront of research to advance fossil energy exploration, supply, and end-use technologies. Now, as the newest of DOE's national laboratories, NETL looks forward to significantly expanding its role in developing new technologies and approaches that will assure safe, clean, and affordable use of U.S. fossil energy resources through the 21st century. NETL is a unique entity within DOE – both its mission and approach to achieving that mission differ from those of other national laboratories. NETL is federally operated – a mode of operation that is common in other agencies, but not the norm within DOE. More important, perhaps, is how NETL conducts its

mission. While NETL performs important research within its laboratories, it also places great emphasis on partnering with industrial, academic, and other governmental stakeholders to create commercially viable technical solutions to energy and environmental problems.

- 1.1.3.8.3 Location. NETL is located at sites in Morgantown, WV; Pittsburgh, PA; Tulsa, OK; Butte, MT; and Fairbanks, AK. NETL occupies leased space in Tulsa, Butte, and Fairbanks. The NETL Morgantown (NETL-MGN) site is located within the city limits of Morgantown, the county seat of Monongalia County, located in northern West Virginia, and is 210 miles west-northwest of Washington, DC. The NETL Pittsburgh (NETL-PGH) site is located within South Park Township, Allegheny County, which is 13 miles south of the city of Pittsburgh, PA.
- 1.1.3.8.4 Physical Description. The Morgantown and Pittsburgh sites are 65 miles apart and are managed as a single entity. Together, the sites occupy 191 acres and include 92 buildings with 818,000 gross square feet of floor space. NETL-MGN occupies 132 acres with 40 buildings and 20 trailers. The buildings and trailers contain a total of 357,850 square feet of space. NETL-PGH occupies 59 acres with 32 buildings. The buildings contain a total of 460,150 square feet of space.
- 1.1.3.8.5 Federal and Contractor Population. Currently, NETL has approximately 590 Federal employees and 502 contractor employees.

1.1.3.9 National Nuclear Security Administration/Nevada (NNSA/NV); Las Vegas, NV

- 1.1.3.9.1 Mission. NNSA/NV supports: National Security—supports the Stockpile Stewardship Program through sub-critical and other weapons physics experiments, test readiness, emergency management, training and demonstration for defense systems, advanced high hazard operations, and other national security experimental programs. Environmental Management—supports environmental restoration, groundwater characterization, and low-level radioactive waste management. Stewardship of the Nevada Test Site (NTS)—manages land and facilities at NTS as a unique and valuable national resource. Technical Diversification and Economic Diversification—supports traditional and nontraditional departmental programs and commercial activities that are compatible with the Stockpile Stewardship Program.
- 1.1.3.9.2 Background. The Nevada office was established by AEC in 1962. It is a national asset for supporting experimentation, testing, training, and demonstration for defense systems and advanced high hazard operations. It provides Federal management and oversight for all activities conducted at the NTS and offsite locations. As NNSA continues its reorganization, NNSA/NV is scheduled to close not later than October 1, 2004.
- 1.1.3.9.3 Location. NNSA/NV is located in North Las Vegas. NTS is located 65 miles north of Las Vegas and is surrounded by thousands of additional acres of land withdrawn from the public domain for use as a protected wildlife range and for a military gunnery range.
- 1.1.3.9.4 Physical Description. NNSA/NV assets include NTS, an expanse of federally controlled land, and facilities. Approximately 1,375 square miles make up NTS and are surrounded by the Nevada Test and Training Range and unpopulated land controlled by the Bureau of Land Management. Elevations of this mountainous terrain, located in a remote desert, range from 3,080 feet to 7,675 feet above sea level. The lower elevations have hot, dry summers and mild winters. Annual rain

averages 6 inches or less. Higher elevations receive increased precipitation and have lower temperatures. Temperature extremes range from zero to 110 degrees Fahrenheit.

1.1.3.9.5 Federal and Contractor Population. Total test site and related employment, including the YUCCA Mountain Site Characterization Office is about 6,100.

1.1.3.10 National Nuclear Security Administration/Oakland (NNSA/OAK); Oakland, CA

1.1.3.10.1 Mission. NNSA/OAK, in partnership with world-class National Laboratories and research and development contractors and grantees, serves the nation and the public by performing contract and institutional management to advance science and technology and to safeguard our national security.

1.1.3.10.2 Background. This office was established in 1952 to oversee defense and energy-related programs. The office was established in San Francisco (SAN) as a small AEC area office to coordinate the “Big Science” program at the Ernest O. Lawrence Radiation Laboratory, now Lawrence Berkeley National Laboratory (LBNL). The office subsequently relocated to Berkeley, and finally Oakland in the early 70’s. As industry and new laboratories with varied interests became established in the area, SAN grew, becoming the Department’s most diverse field office in the complex—not only in staff and personnel, but in facilities and programs as well. SAN was renamed the Oakland Field Office in 1994 to better reflect its physical location and recognize the surrounding community. In October 2000, the Oakland Field Office became part of NNSA, created by Congress as part of DOE, to focus on national security. The site Manager and staff (other than those who work exclusively on non-NNSA programs) are employees of NNSA. NNSA/OAK provides contract administration, site management, and operational oversight through the Livermore Site Office, at the Lawrence Livermore National Laboratory (LLNL). The NNSA/OAK also provides administrative, legal, and contract support through the Berkeley and Stanford Site Offices that report to the DOE Office of Science at the LBNL and Stanford Linear Accelerator Center (SLAC). The University of California manages Lawrence Livermore and LBNL, while Stanford University manages the Stanford Linear Accelerator Center. OAK manages a multi-program portfolio featuring government-owned, contractor-operated not-for-profit laboratories – LLNL, LBNL and SLAC. Key activities include oversight of Defense Programs, Nonproliferation and National Security, Office of Science, Environmental Management, Nuclear, and other energy related programs at these sites. NNSA/OAK also administers research and development contracts and grants and is one of two grant service centers Department-wide. NNSA/OAK is the acknowledged leader in performance-based contracting with not-for-profit laboratory contractors. The FY 2002 budget is \$2.7B. As NNSA continues its reorganization, NNSA/OAK is scheduled to close not later than October 1, 2004.

1.1.3.10.3 Location. The office is located in the Ronald V. Dellums Federal Building in downtown Oakland, along with 25 other Federal agencies. The NNSA/OAK offices occupy 4 floors in the building’s 17 story North Tower. Site offices are co-located at each of the 3 laboratory locations in the surrounding San Francisco Bay area.

1.1.3.10.4 Physical Description. Aside from the office in Oakland, LLNL occupies one square mile in Livermore, CA, approximately 45 miles southeast of Oakland. All of the LLNL facility is Government-owned property. The LBNL is located on 183 acres of University of California property approximately six miles north and adjacent to the

UC Berkeley campus. SLAC is located on 430 acres leased from Stanford University, about 45 miles southwest of Oakland.

1.1.3.10.5 Federal and Contractor Population. Approximately 335 Federal employees work at NNSA/OAK, along with about 12,000 contractor employees.

1.1.3.11 Naval Petroleum and Oil Shale Reserve; Casper, WY

1.1.3.11.1 Mission. The Naval Petroleum and Oil Shale Reserve (NPR) Program fills an important niche in the Government's commitment to increase domestic energy reserves by helping the energy industry test and demonstrate new technologies and doing so with the offset of revenues from their producing stripper fields at Naval Petroleum Reserve No. 2 (NPR-2) and NPR-3.

1.1.3.11.2 Background. The NPR Program was established by the Naval Petroleum Reserve Production Act of 1976 (P.L. 94-258). Production from the three Naval Petroleum Reserves was originally authorized for six years. Based on findings of national interest, the President was authorized by P.L. 94-258 to extend production from the Reserves in three-year increments. President Bush exercised this authority in October 2002 authorizing production of the remaining reserves through April 5, 2006. The Rocky Mountain Oilfield Testing Center (RMOTC) was created through the FY95 appropriation language. Significant changes in the NPR Program have taken place. The Naval Petroleum Reserve in California (NPRC) continues closeout activities that were formalized in several legal agreements between DOE, the purchaser of Naval Petroleum Reserve No. 1 (NPR-1), Chevron (co-owner of NPR-1), and the State of California after the sale of NPR-1. NPRC also monitors lessee activities and royalty production derived from leases at the Naval Petroleum Reserve No. 2 (NPR-2). What was once known as the Naval Petroleum and Oil Shale Reserve in Colorado, Utah, and Wyoming has been reduced to the Naval Petroleum Reserve No. 3 (NPR-3), with the transfer of Naval Oil Shale Reserve No. 1 and 3 to the Department of Interior in 1999 and the Naval Oil Shale Reserve No. 2 to the Ute Indians in 2000. The RMOTC located at NPR-3 continues to grow and garner success, utilizing unique attributes of NPR-3 to provide a neutral and easily accessible site for both government organizations and industry to partner in the testing and demonstration of new oil and gas technologies, environmental cleanup, energy conservation, and alternative energy technologies.

1.1.3.11.3 Location. NPR-3 and RMOTC are located on 9800 acres at the historic Teapot Field approximately 40 miles north of Casper, WY. Administrative offices are located at 907 N. Poplar, Casper, WY.

1.1.3.11.4 Physical Description. The facilities at NPR-3 and RMOTC include approximately 480 producing oil wells and related production facilities, a low temperature separation gas plant, bio-remediation treatment facility, and the Science Center.

1.1.3.11.5 Federal and Contractor Population. Fourteen Federal employees and approximately 50 support service contractor personnel work at the facilities.

1.1.3.12 Office of Scientific and Technical Information (OSTI), Oak Ridge, TN

1.1.3.12.1 Mission. The mission of OSTI is to lead DOE e-government initiatives for disseminating information resulting from and relevant to the Department's \$8 billion annual research and development (R&D) program. OSTI provides access to science literature; accelerates scientific progress; enriches science education; and

makes current and historic research results easier to locate, retrieve, and use. OSTI provides electronic access to worldwide energy scientific and technical information to DOE researchers, U.S. industry, academia, and the science-attentive citizen through cutting-edge, internet-based, distributed information systems designed to operate across diverse databases and web sites. As shared knowledge is the enabler of scientific progress, OSTI helps to promote scientific progress. In parallel, OSTI ensures the proper safeguarding of any Departmental R&D information in its possession. OSTI also produces an inventory of R&D projects in progress across the Department and announces R&D accomplishments.

1.1.3.12.2 Background. OSTI is a Headquarters Program Office reporting to the Office of Science through the Office of Advanced Scientific Computing Research. In 1946, OSTI, known then as the Technical Information Division, was managed locally by the predecessor of Oak Ridge Operations, but in 1948, the reporting relationship was changed, and the function, though still physically located in Oak Ridge began reporting directly to Washington, DC as it does today. In response to the Atomic Energy Acts of 1946 and 1954, the Energy Reorganization Act of 1974, the Department of Energy Act of 1977, and other legislation calling for dissemination of the Department's scientific and technical information to the broadest possible audience, OSTI and its predecessor organizations have provided the Departmental programmatic focal point for meeting these statutory mandates.

1.1.3.12.3 Location. OSTI is located at 175 Oak Ridge Turnpike in Oak Ridge, TN

1.1.3.12.4 Physical Description. OSTI is located on a 7-acre site in Oak Ridge, TN. The OSTI facility is a 132,000 square foot secure, fire-protected, humidity-controlled building housing Federal and contractor staff and over 1.2 million classified and unclassified documents. The physical facility is approximately 50 years old.

1.1.3.12.5 Federal and Contractor Population. There are approximately 69 Federal employees and 25 support service contractors on staff at OSTI.

1.1.3.13 Ohio Field Office; Miamisburg, OH

1.1.3.13.1 Mission. The Ohio Field Office (OH) will ensure safe, cost-effective, and environmentally sound closure and long-term stewardship of facilities designated to it by the Secretary of Energy. This will be done in accordance with applicable Federal law, executive directives, state and Federal regulations, with special attention to the needs and goals of the communities affected by these facilities.

1.1.3.13.2 Background. OH was formed in 1994. Its primary mission includes overseeing five project offices responsible for environmental restoration, waste management, nuclear material and facility stabilization, and technology development. It became the first multi-site field office created in 30 years. As OH continues towards closure with four project offices closing by the end of FY 06 and the last office (i.e., West Valley) closing in FY 12, both the Federal and contractor work force will be adjusted for skill mix and size purposes.

1.1.3.13.3 Location. The OH is physically co-located with the Miamisburg Environmental Management Project in Miamisburg, OH. The OH also has project offices co-located with their contractor counterparts at Fernald, OH; West Jefferson, OH; Ashtabula, OH; and West Valley, NY.

1.1.3.13.4 Physical Description. The Fernald Project site encompasses approximately 1,050 acres located 17 miles northwest of Cincinnati, OH. The Mound Project site

encompasses approximately 306 acres in Miamisburg, OH approximately 10 miles south of Dayton, OH. The West Valley Project, a former spent fuel-reprocessing site, encompasses 230 acres and is approximately 30 miles south of Buffalo, NY. The West Jefferson project encompasses approximately 20 acres and is located five miles west of Columbus, OH. The Ashtabula Project encompasses approximately 35 acres located approximately three miles northeast of the center of the city of Ashtabula, OH.

1.1.3.13.5 Federal and Contractor Population. Of OH's 185 Federal staff, 104 FTE's are spread among five projects and perform line management functions. The remaining 81 FTE's provide support to the projects and are mainly located in Miamisburg. Contractor employment ranges from a high of approximately 1,600 at Fernald to a low of 48 at Battelle, Columbus. The current contractor population at the five sites totals approximately 2,850 employees.

1.1.3.14 Richland Operations Office; Richland, WA

1.1.3.14.1 Mission. The Richland Field Office (RL) manages the Hanford Site and its mission is to stabilize the site's remaining nuclear materials – including plutonium, spent nuclear fuel, high level tank waste, and capsules containing cesium and strontium; clean up waste sites, contaminated facilities and groundwater; treat and dispose of solid waste; and provide scientific and technological excellence through oversight of the Pacific Northwest National Laboratory. It hopes to accelerate the completion of the EM cleanup from 2070 to 2035, and possibly to 2025.

1.1.3.14.2 Background. The Hanford Site is the largest of the three original defense production sites founded in World War II as part of the Manhattan Project. Between 1943 and 1963, nine plutonium production reactors were built along the Columbia River and five processing facilities (canyons) were built on the Central Plateau, with over 900 support facilities and radiological laboratories around the site. Hanford plutonium was exported to other DOE sites for eventual use in U.S. nuclear weapons until the defense mission ended in the late 1980s. In 1989 DOE, the Washington State Department of Ecology, and U.S. Environmental Protection Agency signed the "Tri-Party Agreement," which outlined legally enforceable milestones for Hanford cleanup. In 1999, Congress created the DOE Office of River Protection (ORP) to focus specifically on tank waste remediation. All other Hanford programs are managed by RL. The combined RL and ORP budget for FY 2002 is \$2.3B.

1.1.3.14.3 Location. The Hanford Site is near Richland in southeastern Washington State.

1.1.3.14.4 Physical Description. At 586 square miles, Hanford is about half the size of the state of Rhode Island. Through it flows the Columbia River, a major economic and recreational driver, often referred to as the "lifeline" of the Pacific Northwest. Hanford cleanup operations are grouped into two geographic areas. The "River Corridor" consists of about 210 square miles and contains Hanford's 9 plutonium production reactors, water basin-stored spent nuclear fuel, waste sites, burial grounds, and excess facilities. Completion of cleanup of this area is scheduled for 2012. Hanford's "Central Plateau" is made up of about 75 square miles and contains 5 massive reprocessing facilities, the underground liquid waste storage tanks, the Plutonium Finishing Plant and remaining plutonium stockpile, cesium and strontium capsules, and solid waste (transuranic, low level, and mixed low-level) in

various trenches and an above ground facility. Much of the remaining land is included in the Hanford Reach National Monument.

1.1.3.14.5 Federal and Contractor Population. Approximately 475 Federal employees work at the Hanford site's 2 DOE offices, along with over 13,700 contractor employees.

1.1.3.15 Rocky Flats Field Office; Golden, CO

1.1.3.15.1 Mission. The mission of the Rocky Flats Field Office (RFFO) is to safely clean up and transition the Rocky Flats Environmental Technology Site by 2006 through the highest standards of public service and with community acceptance. Key mission activities include special nuclear materials stabilization, packaging and consolidation; deactivation and decommissioning of facilities, environmental restoration; property disposition; offsite shipment and waste disposition.

1.1.3.15.2 Background. From 1952 to 1989, the primary mission of RFFO was the production of nuclear and non-nuclear weapons components for the nation's nuclear weapons arsenal. In 1989, nuclear production work was abruptly halted to address environmental and safety concerns. The President's 1992 announcement of the cancellation of the W-88 Trident Warhead Program brought a permanent halt to Rocky Flats' nuclear program. In 1993, the Secretary of Energy announced the end of the Rocky Flats nuclear production mission. A massive accelerated cleanup effort began in 1995. RFFO is on a path to closure by the end of FY 06.

1.1.3.15.3 Location. RFFO is located about 15 miles northwest of downtown Denver. More than 2.5 million people live within a 50-mile radius of the site; more than 300,000 of those live in the Rocky Flats watershed.

1.1.3.15.4 Physical Description. Rocky Flats Environmental Technology Site (RFETS) comprises more than 700 structures located on a 385-acre industrial area surrounded by nearly 6,000 acres of controlled open space. This open space serves as a buffer between Rocky Flats and the encroaching communities and is home to many species of animals and plants. The RFFO has its own fire department, medical offices, cafeterias, garage and gas pumps, steam plant, water treatment plant, and sewage treatment plant. A separate facility, Mountain View Corporate Center, is located seven miles from RFETS and provides office space for some of the Federal and contractor employees.

1.1.3.15.5 Federal and Contractor Population. Approximately 174 Federal employees and 5,000 contractor employees work at the facilities.

1.1.3.16 Savannah River Operations Office; Aiken, SC

1.1.3.16.1 Mission. The mission of the Savannah River Office (SR) is to serve the nation through safe, secure, cost-effective management of our nuclear weapons stockpile, nuclear materials, and the environment.

1.1.3.16.2 Background. SR was established in 1950 by AEC to manage the Savannah River Plant, where nuclear materials production and research took place in support of the nation's nuclear weapons stockpile. Since the end of the Cold War in the late 1980's, the primary work at the site has transitioned to cleaning up the legacy wastes, nuclear materials, and contaminated areas of the site. The site continues to support NNSA's nuclear stockpile program through recycle of tritium,

and has an expanding role in nuclear non-proliferation activities. It celebrated its 50th anniversary on November 28, 2000.

1.1.3.16.3 Location. The Federal reservation is situated in the state of South Carolina and borders on the state of Georgia. The facility is located 12 miles south of Aiken, SC, along the Savannah River. Augusta, GA is about 25 miles northwest of the site.

1.1.3.16.4 Physical Description. The site occupies approximately 310 square miles. Operating nuclear facilities are located at the industrialized center of the site surrounded by forested land managed by the U.S. Forest Service. The site has five nuclear reactors, two of which are completely deactivated and are managed as surplus facilities. The remaining three reactor buildings have been converted to other uses. The site also operates the world's largest vitrification plant for treatment of high-level waste, two chemical reprocessing facilities (F & H Canyon) and associated facilities, and three basins for the storage of spent nuclear fuel. Solid/Tru waste treatment facilities are also operated at the site along with the site's Technology Center and substantial infrastructure support facilities providing utilities, domestic water, wastewater treatment, and other services.

1.1.3.16.5 Federal and Contractor Population. Approximately 450 Federal employees work at the site, along with 13,000 contractors.

1.1.3.17 Strategic Petroleum Reserves Field Office; New Orleans, LA

1.1.3.17.1 Mission. The Strategic Petroleum Reserves Field Office (SPR) is the nation's first line of defense against an interruption in petroleum supplies. It is an emergency supply of crude oil stored in huge underground salt caverns along the coastline of the Gulf of Mexico. Decisions to withdraw crude oil from the SPR during an energy emergency are made by the President under the authorities of the Energy Policy and Conservation Act. In the event of an energy emergency, SPR oil would be distributed by competitive sale. Although used for emergency purposes only once to date (during Operation Desert Storm in 1991), SPR's formidable size and U.S. government's stated policy to withdraw oil early in a potential supply emergency make SPR a significant deterrent to oil import cutoffs and a key tool of foreign policy.

1.1.3.17.2 Background. President Ford set SPR into motion when he signed the Energy Policy and Conservation Act (EPCA) on December 22, 1975 (Public Law 94-163). The legislation declared it to be U.S. policy to establish a reserve of up to one billion barrels of petroleum. On July 21, 1977, the first oil—approximately 412,000 barrels of Saudi Arabian light crude—was delivered to SPR. On November 13, 2001, the President of the United States directed the Secretary of Energy to fill SPR up to its 700 million barrel capacity. SPR is now at its highest level and continues to grow as additional crude oil is received.

1.1.3.17.3 Location. SPR administrative offices are located in New Orleans, LA. The oil storage locations are in Bryan Mound and Big Hill, TX, and West Hackberry and Bayou Choctaw, LA.

1.1.3.17.4 Physical Description. DOE's Strategic Petroleum Reserve owns and operates four storage facilities on the Gulf Coasts of Texas and Louisiana for the underground storage of crude oil in salt domes. SPR also constructed and owns a marine and pipeline distribution terminal on the Mississippi River in Louisiana. These facilities have a combined storage capacity of 700 million barrels and a

September 30, 2002, inventory of approximately 587 million barrels of crude oil valued at \$15.6 billion.

1.1.3.17.5 Federal and Contractor Population. The Federal workforce baseline is approximately 105 employees. There are approximately 1,025 operating, maintenance, security, and other contractors working at the Reserve's field locations.

1.1.4 LAYOUT OF SECTION C

1.1.4.1 Section C Contents

Section C of this Contract is structured as follows:

- C-1: General Information
- C-2: Definitions and Acronyms
- C-3: Required Property and Services
- C-4: Not Used
- C-5: Functional Description of Work
- C-6: Publications and Forms

Paragraphs in Section C-1 begin with the number "1," paragraphs in Section C-2 begin with the number "2," and the pattern continues for the other sections.

1.1.4.2 Workload Data

Historical workload data is presented with the applicable functional area in Section C-5 of this Contract. This workload data has been summarized for this Contract. The workload information displayed in the text and in technical exhibits is based on FY 02 data, where available, or extrapolated to represent estimated annual workload, where less than one year's data was available. This workload is provided to assist offerors in proposal preparation and shall not be a limiting factor on the Service Provider's obligation to perform all services described in this Contract to the required level of effort. To provide a broader perspective of the workload in Section C-5, a summary of all FY 02 accounting entries is provided at TE 1-003. Transactions are grouped by the offices responsible for entering the data. Transactions are subdivided by Funding and Non-Fund as well as transaction type. Funding entries affect budgetary resources. Non-fund entries are used to record activity such as depreciation of capital assets, revenue recognition, and miscellaneous receipts. The transactions are further subdivided between those transactions entered manually and those created through automated interfaces.

1.1.4.3 Other Information

1.1.4.3.1 Technical Exhibits. Technical exhibits are used to provide supplementary information and can be in the form of tables, graphs, and maps. Technical Exhibits may be used to reference any part of the Contract. Technical exhibits for Section C have a 3-digit number which links them to a designated Contract Section; e.g., Technical Exhibit 5.1-002 is the second technical exhibit referenced from Functional Area 5.1.

1.1.4.3.2 **Pagination.** Pagination for all parts of Section C begins with the letter “C.” Examples are: C-1-12 indicating Section C-1, page 12 or C-5.1-4 indicating page 4 of Functional Area 5.1. Technical Exhibits will have a page number that looks like C-5.1-003-2 (which would designate the second page of the third technical exhibit of Functional Area 5.1 in Section C of this Contract).

1.2 MANAGEMENT AND ADMINISTRATION

1.2.1 SERVICE PROVIDER ADMINISTRATION

1.2.1.1 Project Management

The Service Provider shall perform continual project management and shall designate an employee or employees with full authority to contractually bind the Service Provider for prompt action pertaining to the execution of this Contract. These functions include, but are not limited to, overall management coordination and the provision of a central point of contact with the Government for performance of all work under the Contract. The Service Provider shall provide written designation to the CO not later than Contract start date, and as changes are made (CDRL C-1-001).

1.2.1.2 Site Representative

The Service Provider shall provide a site representative at each proposed site to respond to and coordinate work requirements as specified in this Contract. The Service Provider shall provide written designation for each site to the CO not later than Contract start date and as changes are made (CDRL C-1-002).

1.2.1.3 Responsiveness

The Service Provider shall return all calls, when notified, from the CO within 30 minutes unless otherwise specified herein. The Service Provider shall be available Monday through Friday during core business hours, as specified in paragraph 1.2.2.7.1 of this section, to meet with Government personnel designated by the CO to discuss problem areas.

1.2.1.4 Meetings, Conferences, and Briefings

The Service Provider shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services identified in this Contract as required by the CO to provide effective communication and impart necessary information. The Service Provider shall participate in contract performance evaluation meetings and meetings with site customers, Federal, State, and local agencies and their representatives, and other contractors as required by the CO. These meetings include both on-site and off-site meetings, and the frequency may be weekly, monthly, or as otherwise required. An average of 20 to 25 hours per week is estimated for briefings, meetings, and conferences; however, this requirement may vary based upon Service Provider performance. Meetings may start or end outside of normal business hours.

1.2.1.4.1 **Attendees.** The Service Provider shall attend all meetings as required by the CO. Meeting attendees shall at times include Service Provider managerial, supervisory, or other personnel knowledgeable of the subject matter.

1.2.1.4.2 Reporting Requirement. When the Service Provider is requested by the CO to be the sole representative of the Government at meetings, conferences, or trips, the Service Provider shall furnish a written report to the CO not later than 5 business days after meeting completion of an off-site activity and not later than 2 business days after an on-site activity (CDRL C-1-003). The report format shall include information identifying the attendees, general observations, and specific notes taken at the activity, conclusions or recommended actions, details on any task, and any additional information, such as handouts. The report shall be signed and dated by the Service Provider. The CO will approve the report format.

1.2.1.5 Federal Holidays

All Government offices will be closed, except for minimum essential personnel required for in-house operations during Federal holidays. The 10 Federal holidays per year are as follows:

New Year's Day	First day of January (or observed)
Martin Luther King, Jr. Birthday	Third Monday of January
Presidents Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	Fourth day of July (or observed)
Labor Day	First Monday of September
Columbus Day	Second Monday of October
Veterans Day	11th day of November (or observed)
Thanksgiving Day	Fourth Thursday of November
Christmas Day	25th day of December (or observed)

When such holidays fall on a Saturday, the preceding Friday will be considered a holiday. When such holidays fall on a Sunday, the succeeding Monday will be considered a holiday. Service Provider personnel shall comply with their own personnel policies and procedures regarding administration of holidays. However, if the Service Provider's holiday schedule is different from the Federal holiday schedule described above, steps shall be taken to ensure that:

- Full support of services will be provided for all regularly scheduled hours of operation as defined in C-1.2.1.6.1;
- Support services will not be provided (except as approved by the CO) on Federal holidays, even if the Service Provider's personnel policies and procedures consider the Federal holiday to be a regular work day; and
- There shall be no increased cost to this contract as a result of the Service Provider providing services to meet this requirement.

1.2.1.6 Hours of Operation Regular Duty Hours

1.2.1.6.1 Operating Hours. The Service Provider shall be expected to provide services during normal business hours, generally 8:00 am to 5:00 pm, local time,

Monday through Friday, excluding Federal holidays. The Service Provider shall ensure that service to customers during operating hours is not interrupted. Variances in operating hours must be approved by the CO.

1.2.1.6.2 Call-Out. The Service Provider shall make available fully qualified personnel, accessible by phone, to perform services and satisfy requirements outside of core operating hours. Service Provider personnel shall respond within 1 hour of the initial notification and be on-site within 2 hours after the initial response or as directed by the CO in order to perform services and satisfy requirements.

1.2.2 INTERFACES

1.2.2.1 Restricted Areas

The Service Provider shall comply with mandatory security access requirements to restricted areas and any area designated as a security area in response to an emergency operation or event.

1.2.2.2 Government Personnel

The Service Provider shall interface with Government personnel in the performance of this Contract. The Service Provider shall coordinate with Government personnel to schedule operations so as to minimize interference with Government work.

1.2.2.3 Emergency Operations Center (EOC)

The Service Provider shall coordinate with the CO in preparation for and during inclement weather, storms, and other emergency conditions. During emergency operations, the Service Provider shall have a site representative available to provide required services and coordination.

1.2.2.4 Other Contractors

Some contractors will be providing services associated with, and in support of, work identified in this Contract. The Government will facilitate initial contact between contractors performing other contracts and this Contract. The Service Provider shall provide all further required coordination between contractors for any task specified in this Contract that relates to or impacts on any other contracted work.

1.2.2.5 Disputes with Customers or Other Government Contractors

The Service Provider shall notify the CO of unresolved disputes in receiving support from or providing support to customers or other contractors within two working hours from the time the dispute occurs. The Service Provider shall provide written follow up within 24 hours following notification to the CO. The Service Provider shall provide written notice of dispute resolution(s) to the CO not later than two working business days following the time of the dispute resolution.

1.2.3 DATA AND INFORMATION

The Service Provider shall respond to scheduled and unscheduled requests for information.

1.2.3.1 Data Criteria

The Service Provider shall submit information, subject to Government review for adequacy, utilizing the following criteria:

- Complete: To include all information
- Accurate: Factual and correctly tabulated data
- Preparation: In accordance with applicable publication, CDRL, or other specified format
- Authentication: Name and signature of Service Provider's designated representative
- Timely: Provided within the specified time frames
- Distribution: Provided to the specified addressees

1.2.3.2 Scheduled Requirements

The Service Provider shall furnish all recurring contract data and information as specified in CDRLs.

1.2.3.3 Unscheduled Requirements

Upon notification, the Service Provider shall provide management and technical information including, but not limited to, technical evaluation of suggestions; input for staff studies; fact sheets; audits; congressional inquiries; special analyses; ad hoc data calls; one-time reports; materiel, equipment, facilities, and other property listings; recommendations for amending or revising Government regulations or policies within the scope of this Contract; information requested by the CO, to include monitoring contract compliance; responses to the CO regarding information and communication systems site surveys, and installing and making operational information systems as required by the Government.

1.2.3.4 Access to Data and Information

The Service Provider shall ensure that all Service Provider-generated technical records, reports, files, and other documentation are made available to the CO and other authorized Government representatives during the performance of this Contract. The Service Provider shall obtain CO approval before releasing any information related to this Contract to the Service Provider's corporate or other off-site offices, to other Government activities or agencies, to other Service Providers, or to private parties.

1.2.3.5 Marking Proprietary Information

All records, files, reports, and data deemed proprietary by the Service Provider shall be clearly marked accordingly. The CO will make the final determination of the appropriateness of proprietary claims by the Service Provider.

1.2.4 PERSONNEL

1.2.4.1 Personnel Qualifications

The Service Provider shall provide qualified supervisory, technical, quality control, administrative, and clerical personnel to accomplish all work and services required by

this Contract within specified time frames. Service Provider employees shall be trained, qualified, and certified or licensed as required in this Contract prior to starting work. The Service Provider shall maintain records of training qualifications, certifications, and licenses. The Service Provider shall maintain the workforce in such a manner as to ensure that the employees remain fully qualified to perform the work assigned. If this Contract is awarded to a contractor, then personnel performing work under this Contract shall be employees of the contractor and not the Government.

1.2.4.2 Definition of Service Provider Employees

For the purpose of this Contract, the term "Service Provider employee(s)" applies to all Service Provider employees and sub-Service Provider employees performing work on this Contract.

1.2.4.3 Sub-Service Providers

The Service Provider shall provide to the CO a list of proposed sub-Service Providers to be used in the performance of this Contract. The list shall include names, addresses, and telephone numbers.

1.2.4.4 Employee Roster

Ten business days prior to Contract start date, the Service Provider shall provide the CO with a roster listing, by functional area, all employees and their job titles (CDRL C-1-004). As requested by the CO, the Service Provider shall provide an updated roster when changes occur.

1.2.4.5 Government Required Training During Contract Period

The Service Provider shall obtain approval from the CO prior to any Government required training. If the Service Provider desires to use Government schools, requests for school quotas to attend Government courses of instruction shall be prepared and submitted to the CO. The Government reserves the right to accept or reject such requests. The CO will assist the Service Provider with determining availability of courses, qualifications, and other such matters necessary to obtain the training. The Government will reimburse travel and per diem expenses for off-site training when approved by the CO. Reimbursement will be limited to reasonable and necessary expenses incurred, but shall not exceed the Federal Travel Regulation.

1.2.4.6 Specific Personnel Requirements

All Service Provider personnel shall be fully qualified and certified, as required in accordance with Federal, State, and Local regulations, codes, directives, certifications, and policies, to perform the work to which they are assigned under this Contract. These shall include, but not be limited to:

- Accountants. The Service Provider shall provide competent individuals responsible for tasks related to accounting operations as specified in this Contract. The Service Provider shall provide individuals knowledgeable in general accounting theory, principles, concepts, and practices for use in operation of a diverse financial management system; DOE accounting policies, procedures, orders, directives, manuals, and regulations; DOE's primary accounting and reporting system capabilities, code structures, control of input data, maintaining data integrity and quality, use of system to develop and design reports, and facilitate data collection

and financial analyses; U.S. Treasury requirements and regulations; and other Government and commercial accounting techniques, methods, and procedures to evaluate effectiveness of financial reporting requirements, cost and revenue controls, cash management, financial organizational structure, and internal controls.

- **System Accountants.** The Service Provider shall provide competent individuals responsible for tasks related to electronic financial management systems as specified in this Contract. The Service Provider shall provide individuals knowledgeable in general accounting theories, principles, concepts, and practices for use in operation of a diverse financial management system; DOE accounting policies, procedures, orders, directives, manuals, and regulations; U.S. Treasury requirements and regulations; other Government and commercial accounting techniques, methods, and procedures to evaluate effectiveness of financial reporting requirements and internal controls; DOE's primary accounting and reporting system capabilities, code structures, control of input data, maintaining data integrity and quality, use of system to develop and design reports, and facilitate data collection and financial analyses; systems analysis and design techniques; application software, utility programs, and programming aids available to assist application programming and application system operations; operating and maintaining assigned accounting modules; identifying and characterizing system constraints, operating problems, and interface requirements; developing and implementing process and subsystem changes to resolve problems or to improve functional efficiency or effectiveness; capabilities and limitations of computer equipment configuration software and utility programs; and data processing standards related to limitations on design approaches, coordination requirements, and documentation. For those AIS not requiring systems administrators, the Service Provider shall provide at least one individual who is familiar with the operation of the system.
- **Accounting Technicians.** The Service Provider shall provide competent individuals responsible for tasks related to account maintenance clerical and accounting technician support positions as specified in this contract. The Service Provider shall provide individuals knowledgeable in accounting systems, policies, and procedures in performing or supervising the examination, verification, and maintenance of accounts and accounting data. Also required is a knowledge of existing accounting systems, standard accounting codes, classifications and terminology; an understanding of accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques, but less than the broad understanding and theoretical knowledge of accounting acquired through professional education and training. Accounting technicians maintain accounts by reviewing documents to verify accounting data as necessary; entering data into the system, and taking trial balances; reconcile accounts to assure agreement; review records and source documents to identify discrepancies; determine entries to bring accounts into balance; close accounts and prepare balance sheets and financial statements; abstract data reflecting financial condition and operating results; present this data in the form of statements and reports; examine accounts to verify accuracy of accounts and adequacy of supporting data. They also prepare worksheets or reports reflecting examinations made, discrepancies noted, and corrective entries required to adjust accounts.

1.2.4.7 Conduct of Personnel

1.2.4.7.1 Personnel Performance. The Service Provider shall be responsible for performance and conduct of Service Provider employees at all times. Personnel employed by the Service Provider in performance of this Contract, or any representative of the Service Provider entering a Government site, shall abide by security regulations listed in this Contract and shall be subject to such checks by the CO as deemed necessary. The Service Provider shall not employ for performance under this Contract any person whose employment would result in a conflict of interest with the Government's standards of conduct.

1.2.4.7.2 Fraud, Waste, and Abuse. Service Provider personnel shall be encouraged to be alert to and report suspected situations of fraud, waste, and abuse, or other intentionally dishonest conduct against the Government observed during or in performance of this Contract.

1.2.4.8 Search and Seizure

All Service Provider personnel and property may be subject to search and seizure upon entering, while on, and upon leaving DOE sites.

1.2.5 CONTINGENCIES

1.2.5.1 Emergency, Disaster, and Severe Weather Plan

The Service Provider shall prepare and submit a Comprehensive Contingency Plan not later than 30 calendar days prior to Contract start date for implementation in the event of a national emergency, natural disaster, or severe weather (CDRL C-1-005). The Service Provider shall provide updates to this plan to the CO for approval not later than 30 calendar days prior to the proposed effective date of the updated plan. In all cases, the Service Provider shall assume the Government will not supplement the Service Provider's work force to complete the requirement. The plan shall outline, in detail, procedures, personnel, and the means of accomplishing all functions in the Contract and any new demands, such as increased Service Provider-furnished property, extended work hours, and expansion of the Service Provider's work force under circumstances and contingency conditions which include, but are not limited to:

- Natural disasters (e.g., earthquakes, major storms, hurricanes, tornadoes, flash floods)
- Terrorism or other threats to personnel or property
- Utility outages
- Special circumstances identified by the Government

1.2.5.2 Strike Contingency Plan

The Service Provider shall plan for labor strikes that impact upon either the Government or the Service Provider's ability to perform. The Service Provider shall submit a Strike Contingency Plan not later than 30 calendar days prior to Contract start date (C-1-006). The Service Provider shall provide updates to this plan to the CO for approval not later than 30 calendar days prior to the proposed effective date of the updated plan. The plan shall include, but not be limited to:

- Provision of Essential Services. The Plan shall include a description of procedures that shall be used to provide essential services and identification by position of personnel who shall be responsible for performing the essential services.

Personnel Recruitment. The Plan shall include a description of how and where qualified personnel will be acquired, a description of recruiting procedures to be used, and timeframes needed to secure personnel in the event of a work stoppage.

1.2.6 DOCUMENTATION AND REPORTS

1.2.6.1 Cost and Performance Data

The Service Provider shall furnish a cost and performance report monthly to the CO in letter and electronic format not later than close of business on the 15th calendar day of each month (CDRL C-1-007). Cost and performance data shall be in a format established by the Government. Cost and performance data shall reflect all work accomplished by the Service Provider's project staff directly costed to appropriate required service. Cost and performance data shall be subject to review and comment by the CO. At a minimum, data provided shall list the following information by month:

1.2.6.1.1 Total hours of operations completed per month for each required service.

1.2.6.1.2 Total hours of scheduled and unscheduled overtime completed per month by appropriate required service.

1.2.6.2 Reporting Requirements

1.2.6.2.1 Monthly Significant Events. The Service Provider shall compile data identifying problems or areas of interest pertaining to functional work and submit them to the CO not later than five business days after the end of the reported month (CDRL C-1-008).

1.2.6.2.2 Management Controls Report. The Service Provider shall provide assurance that management controls are efficient, effective, and are being carried out. The Service Provider shall identify any material weaknesses in management controls and submit plans for corrections of the weaknesses. The Service Provider shall submit the reports to the CO not later than 60 calendar days after Contract start date and annually thereafter (CDRL C-1-009).

1.2.6.2.3 Miscellaneous Reports. The Service Provider shall submit historical feeder reports, training status reports, and any internal or informational reports deemed necessary for operational effectiveness of the Government as required by the CO.

1.2.7 ADMINISTRATIVE REQUIREMENTS

The Service Provider shall prepare all correspondence and maintain all functional files, blank forms, and technical and administrative publication libraries required to accomplish the functions and tasks included in this Contract.

1.2.7.1 Release of Information

The Service Provider shall not release any news (including photographs and films, public announcements, or denial or confirmation of same) or site-related information on any subject matter within this Contract or any phase of any program herein to the media or any other unauthorized users without the prior written approval of the CO.

1.2.7.2 Files

Government-furnished classified and unclassified files that are active and in existence at Contract start date, and those files (both automated and manual) generated under this Contract, shall be maintained in accordance with DOE Order 470.1, DOE Order 200.1, Information Management Program, and DOE Guide 1324B, Implementation Guide for Records Management. This includes establishment, storage, retrieval, retirement, and disposal of applicable files. All such records and files shall be made available for review by any agency or individual authorized access by the CO. All functional files maintained by the Service Provider under the provisions of this Contract are the property of the Government and shall be returned to the Government upon completion or termination of this Contract. The Service Provider may not generate and maintain files for purposes other than those relating to services being contracted. Estimated cubic footage required to maintain active files at FCR (Headquarters) is approximately 208 feet. Financial Service Centers are CAC at 1,420, NNSA/AL at 1,520, and OR at 1,600. The 13 Field Offices combined is approximately 45,400 cubic feet.

1.2.7.3 Regulations, Manuals, and Technical Documents

The Service Provider shall become acquainted with and comply with all applicable Government regulations. Current Government and DOE orders, regulations, manuals, and technical documents applicable to this Contract are listed in Section C-6, Publications and Forms.

1.3 PERFORMANCE

1.3.1 QUALITY CONTROL

The Service Provider shall be responsible for the quality of products and services provided under the terms of this Contract, to include those provided by sub-Service Providers. To ensure that requirements of this Contract are met, the Service Provider shall implement an effective, economical Quality Control Program. The Service Provider's Quality Control Program shall comply with Federal Acquisition Regulation (FAR) 52.246.5, Inspection of Services – Cost Reimbursement.

1.3.1.1 Quality Control Plan (QCP)

The Service Provider shall develop and maintain a QCP describing the Quality Control Program. The plan shall include a description of the Service Provider's inspections system to include specifics as to the areas to be inspected, frequency of inspections, and the title and organizational placement of inspectors. Additionally, the plan shall include a description of the methods to be used for identifying and measuring the quality of services performed and methods for correcting deficiencies. The Service Provider shall submit the final QCP to the CO for approval not later than 30 calendar days prior to Contract start date (CDRL C-1-010). The Service Provider shall submit any changes in the QCP and Quality Control Program to the CO for approval not later than five business days prior to implementation.

1.3.1.1.1 Plan Design. The plan shall be designed in such a manner that each proposed functional element may be extracted and used as a stand-alone quality control document for that function.

1.3.1.1.2 Inspector Qualifications. The QCP shall include names and qualifications of firms or individuals tasked to perform inspections and the extent of their authority. Upon approval by the CO, their functional role shall be depicted in an organization chart.

1.3.1.2 Program Content

The program shall address, at a minimum, the tasks listed below.

1.3.1.2.1 Inspection Program. Included shall be a quality control inspection program covering all general and specific tasks included in the Contract scope of work. It shall specify tasks or areas to be inspected on a scheduled or unscheduled basis, the manner in which inspections are to be conducted, the titles of the individuals who will perform the inspections, and the percentage of the work that will be inspected on a recurring basis. In developing this inspection program, the Service Provider shall identify key activities and associated characteristics in each process that have a significant influence on specific services and provide for methods for evaluation of selected characteristics.

1.3.1.2.2 Deficiency Identification. The QCP shall include a method of identifying deficiencies in the quality of services performed, before the level of performance becomes unacceptable. This shall contain processes for corrective action without dependence upon Government direction.

1.3.1.2.3 Deficiency Correction. The program shall contain process control and process performance measurement procedures that include how the Service Provider shall effect preventive corrective actions, as opposed to reliance on Government or customer identification of deficiencies prior to resolving the problem.

1.3.1.2.4 Documentation and Enforcement. The QCP shall include a method of documenting and enforcing quality control operations of both prime Service Provider and sub-Service Provider work, including inspection and testing.

1.3.1.2.5 Trend Analyses. The QCP shall include a method of performing trend analyses and assessments through the use of metrics.

1.3.1.2.6 Surveillance Methods. The QCP shall contain specific surveillance techniques for all Contract services. Surveillance methods shall be comprehensive and adaptable to the reporting system of the plan.

1.3.1.2.7 Customer Comment Program. The Service Provider shall develop and implement a method for receiving and responding to customer comments and complaints. The program shall allow identification and correction of validated customer complaints and provide feedback to the Government and customers on corrective actions taken. The term customer refers to customers internal and external to the organizations identified by this Contract. The Service Provider shall submit a plan for a customer comment program to the CO not later than 15 business days prior to Contract start date and updates not later than five business days prior to implementation (CDRL C-1-011).

1.3.1.3 Quality Control Files

The Service Provider shall maintain a file of all inspections or tests conducted by the Service Provider, to include any corrective actions taken. This file shall be subject to CO review. The file shall be the property of the Government and shall be turned over to the Government upon completion or termination of the Contract.

1.3.1.4 Quality Control Report

The Service Provider shall submit a Quality Control Report to the CO not later than 60 calendar days after Contract start date and quarterly thereafter (CDRL C-1-012). Each Quality Control Report shall highlight the number of deficiencies that were discovered; immediate plans or steps taken to resolve deficiencies; when the deficiencies will be resolved; and present and implement recommendations to existing procedures that would preclude like deficiencies from occurring in the future. The report shall be submitted to the CO for review as part of the Service Provider's quality control program.

1.3.1.5 Performance Evaluation Meetings

The Service Provider shall meet periodically with the CO and the Government Quality Assurance Evaluator (QAE) to review Contract performance. Meetings shall include review and analyses of key process indicators, analyses of process deficiencies, and problem resolution. At these meetings, the CO and the Service Provider will discuss the Service Provider's performance as viewed by the Government and problems, if any, being experienced. The CO will take appropriate action to resolve outstanding issues. A mutual effort shall be made by the Service Provider and CO to resolve any and all problems identified.

1.3.1.5.1 Meeting Frequency. These meetings will be held weekly during the first 60 calendar days after Contract start, and as needed, but not less than once a month, thereafter. The Service Provider shall attend meetings to address a Contract Discrepancy Report (CDR) upon notification of the CO.

1.3.1.5.2 Meeting Minutes. The CO may keep an electronic recording of these meetings. Written minutes of these meetings will be prepared by the CO and signed by the CO, the QAE, and the Service Provider, or designated representatives, as appropriate. Should the Service Provider not concur with the minutes, the Service Provider shall state in writing any area of nonconcurrency within one business day after receipt of the minutes. The CO will take appropriate action to resolve any area of disagreement.

1.3.1.6 Government Quality Assurance

1.3.1.6.1 Quality Assurance. In addition to performing quality control, the Service Provider shall participate in Government quality assurance programs as defined in the functional areas of this Contract and as required by the CO.

1.3.1.6.2 Quality Assurance Compliance. The CO and Government QAEs will inspect the Service Provider's operation for compliance within Contract terms throughout the Contract period. Evaluation will be based on the Service Provider's compliance with the requirements set forth in the Contract. The Government will monitor the Service Provider's performance under this Contract by performing checks as contained in the Quality Assurance Surveillance Plans (QASP) and as outlined in FAR 52.246-5. Typical procedures include random sampling, planned sampling, 100% inspections, and validated customer complaints.

1.3.1.6.3 Inspection Reports. The Government will record surveillance inspections. The Government will provide copies of surveillance inspections to the Service Provider on a monthly basis. The Service Provider shall sign all inspection reports indicating deficient performance and receipt of a copy of the report. When the Service Provider's performance is unsatisfactory, a CDR will be issued. The

Service Provider shall reply in writing within 10 business days from the date of the CDR, giving the reasons for the unsatisfactory performance, corrective action taken, and procedures to preclude recurrence.

1.4 COMPLIANCE

The Service Provider and Service Provider employees shall abide by Federal laws and DOE regulations, in addition to applicable directives listed in Section C-6 while engaged in the performance of all operations associated with this Contract.

1.4.1 PERMITS

The Service Provider shall obtain all certifications, licenses, and permits required for performance of work and for complying with all applicable Federal, State, and local laws and regulations.

1.4.2 INSPECTION BY GOVERNMENT AGENCIES

The Service Provider shall provide access to Government-owned, Contractor-operated (GOCO) facilities, Government-furnished, Government-owned (GOGO) property, and Contractor-owned, Contractor-operated (COCO) facilities and cooperate with visiting Government personnel conducting official inspection visits and surveys at the site. Inspection visits will be made by agencies including, but not limited to, the General Accounting Office (GAO), DOE Inspector General, and DOE CFO.

1.4.2.1 Contracting Officer Notification of Inspection

1.4.2.1.1 Scheduled Visits. The Service Provider shall notify the CO of scheduled inspection visits, investigation, or corrective actions required by Federal, State, local or other inspection agencies or offices.

1.4.2.1.2 Unscheduled Visits. The Service Provider shall notify the CO by phone within 30 minutes of unannounced arrival of agents of any regulatory agency. The CO will provide instructions to the Service Provider.

1.4.2.2 Inspection Documentation

The Service Provider shall maintain documentation on file of all inspections and visits, to include the names, identification numbers, agencies of the inspectors, reason for visit, and any remarks made during the visit. The Service Provider shall include a copy of all reports received and, if samples are collected, similar samples. A statement signed by the Service Provider validating their authenticity shall accompany samples.

1.4.3 SAFETY

All work shall be conducted in a safe manner and in compliance with OSHA, EPA, and State, requirements. If the Service Provider fails or refuses to promptly comply with safety requirements, the CO will issue an order stopping all or part of the work until satisfactory corrective action has been taken.

1.4.3.1 Fire Safety

The Service Provider shall safeguard and maintain all Government property and provide for the safety of Government and Service Provider personnel.

1.4.4 ENVIRONMENTAL COMPLIANCE

1.4.4.1 The Service Provider shall comply with Federal, State, local, and site environmental laws, regulations, and programs.

1.4.5 SECURITY

The Service Provider shall comply with DOE Order 470.1, and all security requirements and the requirements specified herein. The Service Provider shall establish and implement security plans to include processing security clearances, providing access to controlled areas, and controlling classified or sensitive information and equipment. Security plans shall include controls to ensure that only those personnel with a valid security clearance and a need to know are given access to Service Provider controlled areas.

1.4.5.1 Security Officer

The Service Provider shall appoint a Security Officer in accordance with DOE Order 470.1. This individual shall supervise and direct security measures for the application of Government-furnished guidance and specifications for classification, downgrading, upgrading, and safeguarding of classified information. The name of the person authorized to perform this task shall be submitted in writing to the CO as part of the Employee Roster (CDRL C-1-005). Notification of any changes in responsible individuals shall be given to the CO within five business days of the change.

1.4.5.2 Personnel Security Clearances

Due to the nature and location of work to be performed under this Contract, specified Service Provider personnel shall possess security clearances (e.g., "Q" clearance to work with classified information).

1.4.5.2.1 Positions Requiring Clearance. A personnel security clearance is neither a license for access to classified information nor a substitute for security measures designed to prevent unauthorized access. Therefore, security clearances are only to be granted when there is a bona fide requirement for access to classified information in performance of duty assignment. The Service Provider shall obtain security clearances for the following Service Provider employees:

- Personnel who process and control classified materials to include financial accounting of nuclear materials.
- Personnel with a "need to know" in order to administer operations.
- Personnel affecting control of automated system security.
- Personnel assigned to work with classified information and as indicated in Section C-5 of this Contract.
- Personnel requiring security clearance to enter the place of work.

1.4.5.2.2 Employee Termination. The Service Provider shall comply with debriefing procedures for departing employees in accordance with CO guidance.

1.4.5.3 Physical Security Plan

The Service Provider shall submit a Physical Security Plan to the CO for approval not later than 30 calendar days prior to Contract start date (CDRL C-1-013). The plan shall outline procedures to prevent unauthorized access, vandalism, pilferage, larceny, sabotage, and fire, and to provide internal safeguards to secure all Government-furnished property in the possession of the Service Provider for the Contract performance. The Physical Security Plan shall be established in accordance with the requirements of DOE Order 470.1. The Service Provider shall update the plan as changes occur and shall submit a copy of the proposed plan to the CO for approval not later than 30 calendar days prior to the proposed effective date of the updated plan. The Service Provider will be subject to unannounced physical security inspections by the CO.

1.4.5.4 Information Security Plan

The Service Provider shall develop an Information Security Plan in compliance with DOE Order 470.1. This plan shall provide for the control of classified information related to handling and accessing classified information and control of all computer security and communications security utilized within the scope of this Contract. The Service Provider shall deliver an Information Security Plan to the CO for review not later than 30 calendar days prior to Contract start date and implement the plan at Contract start date (CDRL C-1-014). The Service Provider shall update the plan as directed by the CO.

1.4.5.5 Security Training

Service Provider employees shall participate in mandatory annual security awareness briefings, to include counterintelligence awareness, as directed by DOE.